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DD/I TRAINING LIAISON OFFICERS MEETING

ATTENDANCE:

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The Office of Training announced that the second issue of the Studies in Intelligence series would be ready for dissemination in about ten days. After explaining the procedure used for disseminating the first issue of this series, [] checked with the DD/I TLO's to determine if sufficient copies of this publication were being received in each of the DD/I offices. Any suggestions, contributions or questions concerning the series would be most welcomed, he added, and should be directed to him on extension []

The Office of Training announced that it has devised a new set of forms for estimating training requirements which will be sent to each DD/I TIO during the coming week. These new forms will include all categories of training offered by OTR and in addition will include certain training activities conducted by other components of the Agency. The purpose of these forms is twofold: (a) to provide for budgetary estimates of the cost of training during FY 57 and FY 58 and (b) to provide the basis for program planning to ensure that the training effort of the Agency will be in consonance with its actual needs.

The date of 1 April has been established as the deadline for returning

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NEXT REV DATE 89 11 Nov 79 REVIEWER [REDACTED] TYPED OC.03
PGS 3 CREATION DATE - ORG COMP 11 CFI// ORG CLASS S
REV CLASS C REV COORD. - AUTH: HR 70-3

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the requirements forms to OTR. Since all DD/I forms must be submitted for the review and approval of the DD/I Training Officer, they should be routed to his office at least a week or ten days prior to 1 April.

It was concluded that further discussion of the forms and questions arising out of their use would be included on the agenda of the February meeting of the DD/I Training Liaison Officers.

3. Course Changes in the Intelligence School

The Chief, Intelligence School, OTR, reported that an extensive survey of the Intelligence Principles and Methods course was in process to see whether the course was answering the requirements of the DD/I offices. This subject will be discussed at a later meeting when the results of the survey have been received and reviewed by OTR.

It was announced that the Intelligence Briefing course will not be offered again until fall of 1956 since the same instructor will be presenting a course in Conference Leadership in April.

The Intelligence Writing course will now run for a total of 27 hours. During the first week it will be given on Monday, Wednesday and Friday from 9:00 a.m. to 12 o'clock noon and the remaining three weeks on Tuesday and Thursday, 9:00 a.m. to 12 o'clock noon. Students are tested on the mechanics of English and English expression. The next runnings of this course will be on 6 February and 26 March.

4. Area Courses Scheduled for Spring

The Chief of Area Programs, OTR, announced that as of 9 April the Language and External Training School will offer the following courses:

a) Basic Country Course on the USSR [] is the chief instructor) 25X1

b) Three regional courses --

(1) US ^{NATIONAL} Regional Interest in the Middle East (from North Africa to Iran and from Turkey to the Sudan)... [] is the chief instructor) 25X1

(2) Africa South of the Sahara [] is the chief instructor) 25X1

(3) Western Europe (or Free Europe),... [] is the chief instructor) 25X1

A second running of the "Americans Abroad" course [] will be given during the last week of March for one week. 25X1

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5. During the course of [] presentation, it was pointed out that training information was not reaching personnel of the Agency who were interested and had a right to know what courses were being offered. A suggestion was made that sterilized notices be issued by OTR for use on bulletin boards throughout the Agency. OTR agreed to look into the security aspects of this suggestion. It was pointed out, however, that the processing of personnel into Agency training programs was a supervisory responsibility. The Training Liaison Officers existed for the purpose of communicating such information to supervisors within their offices. The DD/I Training Officer pointed out that supervisors were responsible for seeing that personnel in their charge received the training information. OTR agreed to produce training information and announcements in any way consistent with security that the offices found most useful for the purpose of getting the information to the individual who should have it. The security aspects of this problem will be included for future discussion at the February meeting.

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6. [] requested announcements be sent in advance from OTR of such courses which are scheduled once or twice a year, such as the National War College and the Air War College.

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7. [] of ORR asked that announcements of courses include the number of hours the course will be given, whether it will be held in the a.m. or p.m., and the name of the instructor.

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